

# INTERNAL INSPECTIONS STATUS REPORT

**Prepared By:**  
[Insert Agency]  
[Insert Agency Address]

[Insert Date]

**Purpose**

The purpose of the Internal Inspections Status Report is to provide the IRS Office of Safeguards with an update on internal inspection completed by [agency name], as required by the Publication 1075.

The following individuals provided assistance with the Safeguards Internal Inspections from [date] to [date].

Name	Title	E-mail

In accordance with Section 6.3 of Publication 1075, *Tax Information Security guidelines for Federal State and Local Agencies and Entities*, agencies are required to establish a review cycle for internal inspections so that:

- all local/field offices receiving federal tax information are reviewed within a three-year cycle
- headquarters offices and the agency computer facility are reviewed within an 18-month cycle

Many agencies now are part of a consolidated data center and their information technology needs are met through the consolidated data center instead of through an embedded IT staff. However, the agency receiving FTI is still required to conduct an internal inspection of their IT operations. For agencies that are part of a consolidated data center, this means that the agency should conduct an internal inspection of the parts of the consolidated data center on which FTI resides, including both hardware and software.

In addition, many agencies use contractors to conduct part of their operations. Those agencies that are allowed by federal statute and Publication 1075 to have contractors with access to FTI must also conduct internal inspections of their contractors to ensure they are appropriately protecting FTI. Since most contractors work for the headquarters function, internal inspections of allowed contractors should be conducted within an 18-month cycle.

Many agencies also utilize an off-site storage facility for both paper and electronic media. The agency must also conduct an internal inspection of the off-site storage facility within an 18-month cycle.

Publication 1075 also requires agencies to provide information regarding their internal inspection program annually as part of the Safeguard Activity Report (SAR). For SAR purposes, the Office of Safeguards recommends submission of this status report along with the required copies of a representative sampling of the internal inspection reports and required narrative of the corrective actions taken or planned to take to correct any identified deficiencies.

## **Internal Inspections Implementation Status**

The following are a list of sites that have completed their Internal Inspections between [date] and [date]:

<b>Site</b>	<b>Completion Date</b>	<b>Comments</b>
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		

The following are a list of sites that are still in process of completing their Internal Inspections currently due:

<b>Site</b>	<b>Planned Completion Date</b>	<b>Comments</b>
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		

The following are a list of sites that are scheduled for internal inspections during the next reporting period – between [date] and [date]:

<b>Site</b>	<b>Planned Completion Date</b>	<b>Comments</b>
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		
[name of site; identifier as to whether HQ, Field, IT Operations, etc]		